



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

COVID-19 Screening, Exclusion, and Travel Policy

I. Purpose

Spread of COVID-19 can occur in workplaces and cause significant impact on employees and municipal operations. Even a single person can introduce COVID-19 into a workplace and lead to multiple other people needing to quarantine at home, which can significantly impact municipal services and operations. One key component to prevent introduction of COVID-19 into the workplace is effective employee screening and appropriate exclusion from work for people who have any new or unexplained [symptoms of COVID-19](#) or risk factors for exposure, including travel.

II. Application

This policy applies to all Town employees.

III. Screening

On a daily basis, employees should consider the following screening questions:

1. Have you tested positive for COVID-19 or do you have any symptoms of COVID-19 or fever of 100.4 degrees Fahrenheit or higher that are new for you? Symptoms include:
 - a. Fever, or feeling feverish;
 - b. Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - c. General body symptoms such as muscle aches, chills, and severe fatigue;
 - d. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - e. Changes in a person's sense of taste or smell.

If you answered yes to screening question #1, please proceed to Section IV, Employee Exclusion Due to Symptoms or Positive Test ('Isolation' Guidance).

2. Have you had close contact with someone who has tested positive for COVID-19 in the prior 10 days? Close contact is considered anyone who is within six feet of an infected person for a total of 15 minutes or more even if wearing a mask. (Note: first responders exposed to COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have exposure)

If you answered yes to screening question #2, please proceed to Section V, Employee Exclusion Due to Known or Potential Exposure ('Quarantine' Guidance).



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3. Have you traveled in the prior 10 days outside of NH, ME, VT, MA, RI, or CT, including domestically (within the U.S.), internationally (outside of the U.S.) or on a cruise ship?

If you answered yes to screening question #3, please proceed to Section VI, Travel Guidance.

IV. Employee Exclusion Due to Symptoms or Positive Test ('Isolation' Guidance)

Employees who test positive or present with any new or unexplained symptoms of COVID-19 (even if only mild symptoms) should isolate. Symptomatic employees are instructed to contact their health care provider to be tested for COVID-19 and should self-isolate at home; this includes people who were previously vaccinated against COVID-19 or who had prior COVID-19.

If an employee tests positive for COVID-19, they must isolate for ten days from the positive diagnostic test result and if symptoms develop after a positive test result, isolate for ten days from the onset of symptoms.

If an employee experiences symptoms of COVID-19, the person can be allowed off "isolation" and back to work when either:

1. All of the following criteria are met:
 - a. The person tests negative with an appropriate test to detect active COVID-19 (including PCR- and antigen-based tests).
 - b. They are fever-free for at least 24 hours off fever-reducing medication, and other symptoms are improving.
 - c. They have no risk factor for COVID-19 exposure in the prior 10 days (e.g., close contact to a person with COVID-19 or travel risk factors) that would require the person to complete a minimum 10-day quarantine even after testing negative (see quarantine guidance and "exceptions to quarantine requirements" below).

OR

2. The person has met CDC criteria for discontinuation of isolation (which applies to people who test positive, or for symptomatic people who are not tested). This guidance requires that people isolate for at least 10 days after symptom onset, possibly longer depending on progression of the person's symptoms.

V. Employee Exclusion Due to Known or Potential Exposures ('Quarantine' Guidance)

Employees who report close contact to someone with COVID-19, or those reporting travel risk factors (as outlined above in the screening questions) should self-quarantine at home. Close contact is considered anyone who is within six feet of an infected person for a total of 15 minutes or more even if wearing a mask. First



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responders in all appropriate personal protective equipment are not considered to have close contact even if exposed to a positive COVID-19 patient. A person can be allowed off “quarantine” and back to work when at least 10 days have passed from their last exposure to a person infectious with COVID-19 or return from travel or pursuant to “exceptions to quarantine requirements”.

People who are identified as close contacts to someone diagnosed with COVID-19 must quarantine for at least 10 days and should themselves be tested but testing for COVID-19 does not allow a person identified as a “close contact” to be released early from their 10-day quarantine; testing is only for the purpose of early identification of infection so that public health can perform contact tracing to identify additional people potentially at risk for COVID-19. Any person with an identified exposure who ends quarantine after 10 days must still monitor themselves daily for symptoms of COVID-19 and strictly adhere to all recommended COVID-19 mitigation measures (social distancing, avoiding social gatherings, wearing a face mask, practicing frequent hand hygiene, etc.) for a full 14 days after their last potential exposure. Any new symptoms of COVID-19 should prompt the person to isolate and seek testing again (even if the person recently tested out of quarantine).

VI. Travel Guidelines

Many areas of the world, including areas within the United States, continue to experience high levels of new COVID19 infections resulting in high risk of exposure for people who live in, or travel to these areas. There are also new strains emerging that appear to be more infectious and easily spread. Different types of travel and activities (e.g., travel on public transportation, travel on cruise ships, interaction with large groups of people, etc.) also increases a person’s risk of COVID-19 exposure, regardless of the ultimate destination. The guidelines below are instituted in order to minimize the risk of an employee being exposed to COVID-19 and subsequently introducing the novel coronavirus into the workplace.

1. Business Travel

Under the original Executive Order 2020-04, and as continued to the present, non-essential out-of-state travel by municipal employees for official business purposes is suspended.

2. Personal Travel

The Town of Barrington discourages international travel, travel outside of New England (ME, NH, VT, MA, RI, and CT), travel on public mass transportation, and travel on cruise ships. These are determined to be travel risk factors according to the Centers for Disease Control and Prevention (CDC) and the New Hampshire Department of Health and Human Services (DHHS). Employees must report applicable travel to their supervisors and such supervisors are asked to forward such information to the Town Administrator.



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Before they can return to work, employees reporting travel risk factors must quarantine for at least 10 days from their return. As an alternative, employees reporting travel risk factors can shorten their travel-related quarantine by getting a test on or after day six (6) of their quarantine to test for COVID-19. This test must be a molecular test (e.g., PCR-based test). Antigen tests are not accepted for this purpose. If the employee is asymptomatic and the test is negative, the employee can end their quarantine after seven (7) days. All employees reporting travel risk factors should self-observe for symptoms and strictly adhere to COVID-19 mitigation measures (masks, social distancing, etc.) for a full 14-days upon their return from travel. This 7-day quarantine “test out” option **ONLY** applies to travel-related quarantine (not quarantine due to a close contact exposure to a person with COVID-19)

VII. Exceptions to Quarantine Requirements

The following employees do NOT need to quarantine after close contact exposure to a person with COVID-19 (see Section V) nor after travel outside of New England (see Section VI):

1. Persons who are 14 days beyond the second dose of their COVID-19 vaccine (i.e., 14 days after full vaccination).
2. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to quarantine).

Such persons, however, still need to monitor themselves for symptoms of COVID-19 daily, practice social distancing, avoid social and other group gatherings, always wear a face mask when around other people, and practice good hand hygiene at all times.

Essential Employees (Police, Fire/EMS, and Public Works) may be permitted to work during their quarantine period if all the following criteria are met:

- a. The employee is not exhibiting any signs or symptoms of COVID-19;
- b. The employee is deemed essential;
- c. The employee cannot conduct essential functions remotely;
- d. There is no replacement personnel for the employee;
- e. The employee self-quarantines for all other purposes other than reporting to work;
- f. The employee wears a mask, maintains at least 6 feet of separation from other employees and residents, and participates in daily health screening while at work as outlined in Section III.



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VIII. Earned-Time and Compensation

Employees must utilize all available and unused earned-time during their isolation or quarantine. Worker's compensation benefits may be available to employees exposed to COVID-19 in the workplace. Short-term or long-term disability benefits may be available to employees after the waiting period. Employees making travel arrangements are expected to plan ahead with their supervisor and Human Resources Administrator to understand their earned-time availability. Unpaid quarantine time for travel pursuant to Section VI requires preapproval from the Town Administrator and will only be considered in extenuating circumstances. Unpaid travel/vacation is not allowable without a special exception approved by the Select Board. Employees are encouraged to maintain a two-week balance of accrued earned-time. Unpaid quarantine or self-isolation may become necessary if an employee's earned-time balance is exhausted. During all unpaid leave, the employee remains responsible for all deductions.

IX. ACKNOWLEDGEMENT

Signed acknowledgement is required at the time a vacation request is submitted or if an employee experiences the need to isolate or quarantine pursuant to the policy above.

I have read, understand, and agree to this policy.

Employee Name

Employee Signature

Date